

**Manchester Public Schools  
Health and Safety Committee Meeting  
March 19, 2013**

Attendees: Patricia Brooks, Assistant to the Superintendent Finance and Management, Stephen Tonucci, Buildings and Grounds Supervisor, Debbie Streeter, Paraprofessional, Mike Saimond, Verplanck Principal, Chris Terry, Custodian, Sue Valade, Coordinator of School Health Services, Marian Ritter, School Nurse, Nick Aldi, Food Service Director, and Terri Smith, Health and Safety Committee Chairperson.

The minutes of the Health and Safety Committee meeting on December 11, 2012 were accepted and will be posted on the Board of Education website.

**Old Business:**

**Flu Update – Sue Valade**

The influenza virus has peaked in the student population. However, many employees are still out with flu-like symptoms.

Flu Clinics will be offered to all employees in the fall. Dates to be announced.

**Employee Wellness Update – Terri Smith**

- Biometric Screening postponed to the next school year.
- Benefits Fair/Open Enrollment – May 2013
- Host CPR/AED course at schools

**Tools for Schools Update**

New staff needs to be trained.

**Training Programs – Terri Smith**

- Blood Borne Pathogens (BBP) – all staff are trained each year.
  - Adult Education staff are trained by Sue Valade
- New MSDS program “Global Harmonization” – all staff to be trained by December 1, 2013.
  - Custodial/Maintenance staff to receive training in June 2013
  - Utilize ½ professional development days in each building

**Coordinated School Health Committee (C.S.H.C.) – Mike Saimond**

The initial program is coming to a close at the end of the fiscal school year. Janice Uerz has been asked to apply for a \$40,000 grant.

**Worker’s Compensation Claim Review – Terri Smith**

The committee reviewed the number of claims between September 2012 and February 2013. Mrs. Brooks is having CIRMA analyze physical assaults. Paraprofessionals are not being trained properly at the beginning of the school year. Paraprofessionals may be put in jobs that they cannot handle. Job postings need to be specific to job requirements. Mrs. Brooks is very concerned. Staff needs better training on ways to mitigate assaults.

The increase in physical assaults could be attributed to the reduction in sending children out of district. Not all cases of physical assault are special education students. Three (3) timeout rooms have been

repaired in the past few months. Mrs. Brooks will bring information to the CIRMA School Advisory Committee. We need to design a training program with CIRMA. Students in district-wide learning centers may need other services to make room for other students.

School nurses need to be included in training for “Managing Disruptive Behavior”. CIRMA will provide the training.

### **Building Inspections – Steve Tonucci**

- Popcorn machines have been banned by the Eighth District Fire Marshall.
- No food or drinks in the auditorium.
- Re-inspections were completed by the Eighth District. All issues have been resolved.
- Fire sprinkler inspection during April vacation.

### **New Business:**

#### **Other – Mike Saimond**

Safety and Security Committee – recommendations were made by a police officer that visited schools. Many items have been taken care of. The rest are on a priority list by the Superintendent.

All outside doors must be closed and locked. Inside doors will be locked but may or may not be closed. Badges must be worn by all staff. The Superintendent may re-key all the doors in the schools, however, it may be too costly. Mr. Tonucci has a list of work orders that need action. Town will pay for “off” budget.

“Incident Command System” – Mr. Saimond mentioned that eight (8) staff in district was trained prior to January 2013. Now, the district has approximately 40 staff trained. All administrators have been trained and two additional staff in each school. Mr. Aldi asked if deliveries to schools had been discussed. The recommendation is that all delivery persons report to the main office. This is being done at most buildings. Some principals are recommending that the school secretary be trained on the “Incident Command System”. Mrs. Brooks feels it should be the person who would be in charge if the principal is out of the building. Mr. Saimond will provide a list of trainees to the Superintendent. Mr. Terry had a question regarding I.D. badges. All employees should display their badge at all times. He expressed concerns with wearing the badge for custodians and maintenance staff. The board policy will need to be checked to see if certain staff are exempt from wearing badges.

After no further discussion, the meeting was adjourned at 5:00 p.m. Next meeting is June 2013.

Respectively submitted,

Terri Smith  
Health and Safety Committee Chairperson